



Maine Department of Corrections *Direct Hire Career Opportunity*

Central Maine Pre-Release Center

CORRECTIONAL OFFICER

CODE: 5207 **PAY GRADE:** 16 \$13.57 - \$17.63 per hour
Plus \$1.00 per hour direct care, and applicable weekend differentials

Effective Date: July 6, 2012

Closing Date: Until Filled

DESCRIPTION: The Central Maine Pre-Release Center in Hallowell, Maine has **two (2)** vacancies for Correctional Officers. One of these positions is full-time and the other is acting capacity, with a tentative end date of June 17, 2013. As a Correctional Officer, your work will involve the custody, security, discipline, treatment, and rehabilitation of persons committed to the Central Maine Pre-Release Center. This includes monitoring prisoner behavior, directing and overseeing prisoner activities, participating in the development and implementation of treatment strategies, integrating daily activities with treatment goals, enforcing prisoner discipline and writing incident reports.

In order to be successful in this field you will need to have knowledge in areas such as:

- Prisoner motivation and psychology
- Problems associated with institutional life
- Prisoner rehabilitation and treatment programs
- Correctional institution rules, regulations, policies and procedures

As well, you must have the ability to:

- Understand and follow instructions
- Interpret and enforce correctional center rules, regulations, policies, practices and procedures
- Perform strenuous duties such as climbing stairs and/or escorting unruly inmates
- Stand for long periods of time
- Communicate effectively orally and in writing
- Handle critical and stressful situations
- Read and perform basic math functions
- Observe situations and behavior in detail
- Make decisions and act quickly in emergency and dangerous situations
- Model appropriate behavior, attitude, ethics and morals
- Utilize standard desktop computer technology

MINIMUM QUALIFICATIONS: Graduation from high school or equivalent. Have a valid Maine driver's license or be able to obtain one. Be certified or eligible to become certified as a Correctional Officer in Maine.

TO APPLY: Please email a State of Maine Direct Hire Application, Department of Corrections Supplemental Questionnaire, and required references (see attached application package which is a continuation of this posting) to:

Laurie Hayden, Personnel Officer
E-mail: DOC.jobs@maine.gov
Phone: 207-287-4498

INSURANCES/RETIREMENT:

***Value of State-paid Health Insurance**

Level 1: 100% State Contribution (employee pays nothing): \$363.77 bi-weekly
Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

* The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State paid Dental Insurance: \$13.69 bi-weekly

Value of State's share of employee retirement contribution = 17.87% of pay

*Maine State Government is an Equal Opportunity/Affirmative Action Employer
Diverse candidates are encouraged to apply.*



STATE OF MAINE
DEPARTMENT OF CORRECTIONS
111 STATE HOUSE STATION
AUGUSTA MAINE
04333-0111

PAUL R. LEPAGE
GOVERNOR

JOSEPH PONTE
COMMISSIONER

Dear Applicant,

Thank you for expressing interest in working as a Correctional Officer at the Central Maine Pre-Release Center in Hallowell, Maine. Prisoners at this unit participate in public restitution work and a work release program. The public restitution program has provided approximately 22,000 man hours of free labor annually to citizens of the greater Kennebec County region.

We want to make sure that you have an accurate understanding of the duties of a Correctional Officer before you proceed further with the application process. It involves direct supervision of persons convicted of crimes and sentenced to a state correctional facility. You will be working with and directly supervising prisoners in their housing areas, program areas and work arenas; monitoring their behavior, communicating and writing reports for treatment teams, advising prisoners on facility rules, regulations, standards, actions and maintaining order and security as well as participating in the rehabilitative process.

In this package you will find:

- State of Maine Direct Hire Application.
- Supplemental Questionnaire – required as part of the application and allows the department to conduct a thorough background check.
- Medical authorization.
- Description of the Physical Aptitude Test which is required of a Correctional Officer.
- Reference Forms (must complete 3 copies).

It is important that all job information you provide is true and accurate without omissions that could impact your suitability for this job. Should you have any questions, please feel welcome to contact me by email DOC.jobs@maine.gov or by phone at 207-287-4498.

Laurie Hayden
Personnel Officer
Maine Department of Corrections

BACKGROUND CHECK FOR EMPLOYMENT

Maine Department of Corrections Central Maine Pre-Release Center

THE MAINE DEPARTMENT OF CORRECTIONS CONDUCTS A BACKGROUND CHECK WHICH INCLUDES THE FOLLOWING:

- Department of Corrections records
- Motor Vehicle records
- Law Enforcement records
- Maine State Bureau of Identification
- Federal Bureau of Identification

Any **criminal conviction and/or juvenile adjudication** may disqualify you from consideration for this position. This includes motor vehicle violations that constitute crimes including OUIs/DWIs/OASs committed as an adult and/or as a juvenile.

HAVE YOU EVER BEEN CONVICTED OF A CRIME AS AN ADULT OR ADJUDICATED OF ANY CRIME AS A JUVENILE? This includes crimes or juvenile crimes or their equivalent in any jurisdiction including federal, military, tribal, and other states or countries.

If YES, please explain:

Signature of Applicant

Date

Failure to disclose any of the above may be cause for disqualification and/or termination of your employment.

STATEMENT OF APPLICANT

I understand the following information will be utilized solely for the purpose of obtaining a background check as described above.

Title of Position Applying For

Applicant's Signature

Date of Birth

Applicant's Name Printed

Social Security Number

Driver's License Number/Specify State

SUPPLEMENTAL QUESTIONS
Maine Department of Corrections
Central Maine Pre-Release Center

Please take the time to thoroughly explain your responses to the following questions.

1. Why do you want to work at the Central Maine Pre-Release Center?
2. Do you have a career goal(s) in the corrections field?
3. Please tell us about any experience you have interacting with juveniles/prisoners/or anyone else which might enhance your performance as a Correctional Officer.
4. Would you have a problem dealing with any particular type of offender?
5. Is there any part of this job, as you understand it, which you might be unwilling to do?
6. Do you know anyone who is a current or former prisoner/juvenile resident/probationer or has otherwise been in the custody or under the supervision of the Maine Department of Corrections?
7. Have you ever been a supervisor? When? Where? Explain what you did.
8. How did you hear about this position?
9. When are you available to begin?
10. Do you have experience using firearms?
11. Can you perform the duties of this position, with or without accommodations?
12. On the following page, please list all other names you have ever used and your residences for the past ten years.

List all names you have ever used.

1. _____ from _____ to _____
2. _____ from _____ to _____
3. _____ from _____ to _____
4. _____ from _____ to _____

List all residences for the last 10 years.

1. _____ from _____ to _____
2. _____ from _____ to _____
3. _____ from _____ to _____
4. _____ from _____ to _____

REFERENCE INQUIRY FORM
Maine Department of Corrections
Central Maine Pre-Release Center

Applicant - Please complete the top section of all three forms

Your Printed Name: _____

Position Applied For: _____ **CORRECTIONAL OFFICER** _____

List the Work Reference we should send this form to:

Name/Title: _____

Mailing Address: _____

Dates of Employment: From _____ To _____

Your Position There: _____

I AUTHORIZE THE RELEASE OF THE INFORMATION REQUESTED BELOW TO THE
MAINE DEPARTMENT OF CORRECTIONS.

Applicant's Signature

Date

Employer's Section:

The person above has applied for a position on our staff. We would appreciate your response within ten days with your frank rating of the applicant's performance. All information furnished by you will be considered confidential.

Thank you,
Department of Corrections
Central Maine Pre-Release Center

Are employment dates correct?

If not, please list: From _____ To _____

Job Title (classification): _____

Continued on next page....

	Excellent	Above Average	Average	Below Average	Poor
Knowledge of Job					
Quality of Work					
Quantity of Work					
Dependability					
Attendance record					
Service in general					

	YES	NO
Was applicant able to follow instructions as given:		
Did applicant work in harmony with coworkers:		
Would you recommend applicant to us for employment:		

Wages: \$ _____ per hour ☐ day ☐ week ☐ month ☐

Reason for leaving: laid off ☐ discharged ☐ resigned ☐

Is applicant eligible for rehire? Yes ☐ No ☐

If not, please justify:

Additional Comments:

Completed by: _____

Signature and Title

Date

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Maine Department of Corrections
Central Maine Pre-Release Center

Applicant - Please complete the top section of all three forms

Your Printed Name: _____

Position Applied For: _____ **CORRECTIONAL OFFICER** _____

List the Work Reference we should send this form to:

Name/Title: _____

Mailing Address: _____

Dates of Employment: From _____ To _____

Your Position There: _____

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Applicant's Signature

Date

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Thank you,
Department of Corrections
Central Maine Pre-Release Center

Are employment dates correct?

If not, please list: From _____ To _____

Job Title (classification): _____

Continued on next page....

	Excellent	Above Average	Average	Below Average	Poor
Knowledge of Job					
Quality of Work					
Quantity of Work					
Dependability					
Attendance record					
Service in general					

	YES	NO
Was applicant able to follow instructions as given:		
Did applicant work in harmony with coworkers:		
Would you recommend applicant to us for employment:		

Wages: \$ _____ per hour ☐ day ☐ week ☐ month ☐

Reason for leaving: laid off ☐ discharged ☐ resigned ☐

Is applicant eligible for rehire? Yes ☐ No ☐

If not, please justify:

Additional Comments:

Completed by: _____

Signature and Title

Date

REFERENCE INQUIRY FORM
Maine Department of Corrections
Central Maine Pre-Release Center

Applicant - Please complete the top section of all three forms

Your Printed Name: _____

Position Applied For: _____ **CORRECTIONAL OFFICER** _____

List the Work Reference we should send this form to:

Name/Title: _____

Mailing Address: _____

Dates of Employment: From _____ To _____

Your Position There: _____

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Applicant's Signature

Date

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Thank you,
Department of Corrections
Central Maine Pre-Release Center

Are employment dates correct?

If not, please list: From _____ To _____

Job Title (classification): _____

Continued on next page....

	Excellent	Above Average	Average	Below Average	Poor
Knowledge of Job					
Quality of Work					
Quantity of Work					
Dependability					
Attendance record					
Service in general					

	YES	NO
Was applicant able to follow instructions as given:		
Did applicant work in harmony with coworkers:		
Would you recommend applicant to us for employment:		

Wages: \$ _____ per hour ☐ day ☐ week ☐ month ☐

Reason for leaving: laid off ☐ discharged ☐ resigned ☐

Is applicant eligible for rehire? Yes ☐ No ☐

If not, please justify:

Additional Comments:

Completed by: _____

Signature and Title

Date

MEDICAL AUTHORIZATION FOR PHYSICAL APTITUDE TEST
Maine Department of Corrections
Central Maine Pre-Release Center

Patient Name (Last, First, Middle)

Date of Birth

Address (Number, Street, City or Town, State and Zip Code)

This person is being considered for a line staff security position with the Department of Corrections, Central Maine Pre-Release Center in Hallowell, Maine. One of the phases of examination for this position is a Physical Aptitude Test. Enclosed is a description of the testing process to aid you in an appropriate physical examination, which is required to determine if this applicant can safely participate in this strenuous physical exertion. If you feel that the applicant may not be able to fully perform any of the requirements of the test, please specify below.

*****The individual examined must pay the fee for your examination.*

The examining physician should answer the following questions by circling the appropriate response:

Is this person qualified to perform the physical aptitude test, which includes strenuous physical exertion such as running, lifting, bending, carrying, and stair climbing?

Yes

No

Note: If the answer is NO, please explain reasons and restrictions:

Printed Name of Examining Physician and Address

Signature of Examining Physician

PHYSICAL APTITUDE TEST
Maine Department of Corrections
Correctional Officer

Justification: Correctional Officers are expected to routinely respond to emergency situations within the facility in an alert and appropriate fashion. In responding to a given situation it may be necessary to carry and operate fire retardant equipment and remove individuals from areas within the physical structure of the facility.

The following test has been devised to test applicants in their ability to follow instructions, alertness, and ability to act quickly in an emergency situation, as well as, their ability to perform various strenuous duties.

Considerations: Ability to follow instructions, coordination, alertness, strength, and dexterity.

Test Area: The test will be administered at the Maine Correctional Center, which is located in Windham, Maine.

Equipment Required: Applicant is advised to bring a pair of sneakers or soft-soled shoes and to wear loose, casual clothing.

Explanation/Instruction: The applicant will be instructed in the usage of the keys and will be verbally instructed as to the test route, techniques for maneuvering the duffel and fire extinguisher, and approximate time the test should take (three minutes maximum.) The applicant will be given the opportunity to walk through the test route as outlined below.

Simulated Rescue – Description

- Test begins at the foot of the gymnasium stairs.
- Applicant is given the three keys.
- The word “fire” is called out.
- The applicant picks up the fire extinguisher, ascends the stairs, unlocks the 65 gate, goes through the door, locks the gate and proceeds down the hall to the control lobby.
- The applicant descends the lobby stairs and proceeds to the two metal doors leading into the gymnasium (22 door).
- The applicant unlocks the 22 door and goes through the door. The door shuts automatically and relocks the door.
- The applicant unlocks the gymnasium gate (65 key), enters the gymnasium with the fire extinguisher and relocks the gate.
- The applicant puts down the fire extinguisher.
- The applicant then picks up and carries or grabs and drags the Rescue Dummy to the center circle and back to the end line (approximately 90 feet.)
- Upon the return of the rescue dummy, the applicant picks up the fire extinguisher and returns it to the test starting point.

The Physical Aptitude Test is complete.

This test may be modified in certain areas such as specific route, direction, or locking mechanisms, but will contain the same essential requirements of running and strenuous exertion.



State of Maine
(An Equal Opportunity Employer)

Employment Application
(revised February 2011)

Last Name

First Name

M.I.

Social Security
Number

Have you ever worked, attained licensing or certification, attended school or been convicted of a criminal offense under a different name?

☐ Yes ☐ No If so, what is that name?

Name #1

Name #2

Name #3

Name #4

Mailing Address

Town

State

ZIP Code

Home Phone #

Work Phone #

Email Address

Title of the Job You're Applying For

Job Class Code

Veteran's Preference: See pamphlet "Veteran's Preference in Maine State Service" or go to www.maine.gov/state_jobs/veteran.htm for more information. Provide DD214 and disability forms if applicable.

- ☐ Not Claimed
☐ 5 Points (Requires DD214)
☐ 10 Points (Requires DD214 and VA Statement of Disability)

Only U.S. citizens or aliens who have a legal right to work and remain permanently in the U.S. are eligible for employment. Can you, after employment, submit verification of your legal right to work in the United States?

☐ Yes ☐ No

Are you at least 18 years of age? ☐ Yes ☐ No

Are you a present or former Maine State employee? ☐ Yes ☐ No

Department

Job Title

Begin Date

End Date

Are you willing to work: ☐ Saturdays ☐ Sundays ☐ Holidays

Do you have a current Maine driver's license? ☐ Yes ☐ No

If yes, what type? ☐ Class A ☐ Class B ☐ Class C

Are you willing to travel on the job? ☐ Yes ☐ No

If yes, are you willing to use your own vehicle? ☐ Yes ☐ No

Are you willing to work overtime? ☐ Yes ☐ No What shifts are you willing to work? ☐ 1st ☐ 2nd ☐ 3rd

ADMINISTRATIVE SKILLS (subject to formal testing and work sampling) WORDS PER MINUTE

Typewriter: _____

Keyboarding: _____

FOREIGN LANGUAGE SKILLS

Language

Speak ☐

Read ☐

Write ☐

Language

Speak ☐

Read ☐

Write ☐

Geographic Preference

Candidates are asked to specify the geographic areas of the State in which they will accept employment by completing the form below. You may select or change the conditions of your referral by checking the appropriate boxes. Mark the area(s) and condition(s) of employment suitable to you. If you do not select any areas, the bureau will automatically refer your name for all counties and employment types.

F = Full Time P = Part Time T = Temporary S=Seasonal

		F	P	T	S			F	P	T	S			F	P	T	S
0	All Counties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	Hancock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42	Piscataquis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Androscoggin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Bar Harbor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43	Dover-Foxcroft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Lewiston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	Bucksport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44	Greenville	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Livermore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	Ellsworth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45	Sagadahoc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Aroostook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	Kennebec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46	Bath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Ashland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26	Augusta	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48	Somerset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Caribou	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27	Augusta-RPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49	Skowhegan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Fort Kent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28	Waterville	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50	Waldo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Houlton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29	Knox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51	Belfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Madawaska	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Rockland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52	Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Presque Isle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31	Thomaston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53	Bucks Harbor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Van Buren	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32	Lincoln	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54	Calais	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Cumberland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33	Boothbay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55	Eastport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Portland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34	Oxford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56	Machias	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Brunswick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35	Norway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57	York	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	South Portland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36	Rumford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58	Biddeford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Windham MCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37	Penobscot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	59	Kittery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Franklin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38	Bangor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60	Saco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Farmington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39	Bangor BMHI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	61	Sanford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Rangeley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40	Windham,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						41	Millinocket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Education

Last Yr Completed	Name and Location	Sem Hrs	Qtr Hrs	Major	Minor	Yr Of Deg	Degree Type
High School							
College or University							
Grad School							
Prof School							
Other							

Licenses, Certifications and Registrations

Name of License, Registration or Certification	License Number	State of Issue	Expiration Date

Important instructions for Completing Employment History

This portion must be accurate and complete. APPLICATIONS LACKING SUFFICIENT INFORMATION WILL BE REJECTED. List your entire work history including part-time, temporary and volunteer jobs. List jobs in reverse order, starting with your present or last job. List each promotion as a separate job. To evaluate your qualifications we must have accurate and complete information on previous job tasks and levels of responsibility. Part or all of your examination score may be based on your work history. Be thorough and specific in the detailing of duties. SPECIAL NOTE: If additional space is needed, attach separate sheets.

Employer #1	From (mm/dd/yyyy): _____ To (mm/dd/yyyy): _____ <div style="text-align: center;">-</div>
Complete Address and phone number:	Last Weekly Pay \$
Your Title:	Hours/Week:
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:
Duties:	
Reason for Leaving:	
Employer #2	From (mm/dd/yyyy): _____ To (mm/dd/yyyy): _____ <div style="text-align: center;">-</div>
Complete Address and phone number:	Last Weekly Pay \$
Your Title:	Hours/Week:
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:

Duties:

Employer #3	From (mm/dd/yyyy): - To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$
Your Title:	Hours/Week:
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:
Duties:	
Employer #4	From (mm/dd/yyyy): - To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$
Your Title:	Hours/Week:
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:
Duties:	
Employer #5	From (mm/dd/yyyy): - To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$
Your Title:	Hours/Week:
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:
Duties:	
Employer #6	From (mm/dd/yyyy): - To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$
Your Title:	Hours/Week:
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:
Duties:	

Employer #7	From (mm/dd/yyyy): - To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$
Your Title:	Hours/Week:
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:
Duties:	
Employer #8	From (mm/dd/yyyy): - To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$
Your Title:	Hours/Week:
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:
Duties:	
Employer #9	From (mm/dd/yyyy): - To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$
Your Title:	Hours/Week:
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:
Duties:	
Employer #10	From (mm/dd/yyyy): - To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$
Your Title:	Hours/Week:
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:
Duties:	

The State of Maine conducts background checks.

Have you ever been convicted of any violation of law by any court of law? Include any guilty pleas entered, military courts martial, traffic violation convictions for Operating Under the Influence (OUI), or traffic violations that resulted in your license being suspended. Do not include here any juvenile adjudications or traffic violations not listed above. Some positions require disclosure of juvenile adjudications. Applicants for these positions will be required to disclose juvenile adjudications on a supplemental form provided for that purpose.

Please print your answer (either "Yes" or "No") in the space provided: ____

If yes, please list: Offense(s)

Date of Conviction(s)

Not all conviction(s) or adjudication(s) will automatically disqualify you from employment but will be considered in relation to specific job requirements. Omission or misrepresentation of this information will result in employment ineligibility.

Please read and sign the following statement: I certify, under penalty of law, that the information given in this application is correct and complete to the best of my knowledge. I am aware that, should investigation at any time show falsification, I will not be considered for employment or, if employed, I may be dismissed. I hereby authorize the State of Maine, the Department of Administrative and Financial Services, Bureau of Human Resources and agencies to whom my name is certified/referred to make all necessary investigations concerning me, my work habits, character, or my action in any transaction. I authorize the State of Maine to check my driving record if the position for which I am applying requires driving. I understand that I may be asked to submit to a pre-employment drug test, a credit history check and/or a criminal history background check as a condition of employment. I authorize the Bureau of Human Resources or its assignee to receive and make available to other state agencies my academic records or other material pertinent to my qualifications, and further authorize and request each former employer, person given as reference, educational institution or organization (including law enforcement agencies) to provide all information that may be sought in connection with my application. I understand and agree that I will be required to ratify the information contained in this application by signature as a condition of employment.

Signature _____

Date _____

Human Resources Use Only						Date Stamp
Review	Initials	Date	<input type="checkbox"/> Closing Date		Date Sent:	
1			<input type="checkbox"/> Supplemental Questions		Date Due:	
2			<input type="checkbox"/> Qualified		<input type="checkbox"/> Not Qualified	
3			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Conditionally Qualified		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Reason	
Exam Components		%	Date	Results	Record	Comments
MERS						
T & E						
Written						
PAT						
Oral						Convert Score From
Service Rating						
1 Performance						
2 Performance						
AGENCY PERSONNEL USE ONLY						
Minimum Qualifications			<input type="checkbox"/> Pass <input type="checkbox"/> Fail		Date	Rater's Name
Testing Record			Results			
Hired in Classification Title		Agency		Effective Date		Position Number

APPLICANT INFORMATION SURVEY

INSTRUCTIONS TO THE APPLICANT: The State of Maine is an Equal Opportunity Employer. The information solicited on this page is being compiled by the Maine Bureau of Human Resources to comply with Federal record-keeping regulations and EEO/Affirmative Action requirements. You are **not required** to furnish this information, but your cooperation is encouraged. The information on this form is **CONFIDENTIAL**. The page will be removed from your application prior to review and destroyed after data compilation.

RACIAL/ETHNIC DEFINITIONS

0. WHITE (not of Hispanic Origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
1. BLACK (not Hispanic Origin): All persons having origins in any of the Black racial groups of Africa.
2. HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
3. ASIAN OR PACIFIC ISLANDERS: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
4. AMERICAN INDIAN OR ALASKAN NATIVE: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
6. OTHER

☐ 1. I have read the paragraph above and do not wish to provide the information.

2. Enter your date of birth
(month) (day) (year)

3. Enter your racial/ethnic group code number (refer to definitions at left)

4. What is your sex? A. Female B. Male

DEFINITIONS OF VETERANS SUBJECT TO EEO/AFFIRMATIVE ACTION REGULATIONS:

(The requirements are different from State Veterans Preference)

VIETNAM ERA VETERAN: One who served on active duty for more than 90 days, any part of which occurred between August 5, 1964 and July 7, 1975 and was discharged or released other than a dishonorable discharge, or was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and July 7, 1975.

DISABLED VETERAN: A person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 per cent or more, or a person whose release from active duty was for a disability incurred or aggravated in the line of duty.

PLEASE PLACE AN X IN ALL BOXES WHICH APPLY TO YOU (refer to definitions at left)

☐ 5. Vietnam Era Veteran

☐ 6. Disabled Veteran

DEFINITION FOR DISABILITY

Any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such impairment has a disability under the Americans With Disabilities Act. Major life activities include: walking, seeing, hearing, learning, self-care, speaking, lifting, reaching, thinking performing manual tasks, breathing, working and interacting with others.

PLEASE PLACE AN X IN ALL BOXES WHICH APPLY TO YOU (refer to definitions at left)

☐ 7. Have a disability as defined

☐ 8. Interview accommodations may be necessary due to a disability

Filling of Vacancies

CAREER OPPORTUNITY BULLETINS are published by the Bureau of Human Resources to show typical duties, job requirements, geographic location, salary and availability. Bulletins are available at Maine CareerCenters and on the Internet at http://www.maine.gov/state_jobs. Read the bulletin pertaining to each classification before making application, as supplemental information may be required.

SEPARATE APPLICATIONS: A complete application must be submitted for each separate classification title/code.

SUPPLEMENTAL OR ADDITIONAL INFORMATION: Answer questions or supply additional information to meet requirements as stated within the bulletin.

CLOSED CLASSIFICATIONS: Application material received for closed classes or after the closing date will be returned.

ENVELOPES: One self-addressed, stamped envelope (legal-size, #10) must be submitted with each application. *(Some job classifications require more than one envelope; if so, the Career Opportunity Bulletin will clearly indicate this.)* **STATE EMPLOYEES** may use the State Inter-Office Mail System. Envelopes will be sealed to ensure confidentiality.

VOLUNTEER WORK: Volunteer work is accepted towards meeting minimum entrance requirements and establishing a score through numerical evaluation of training and experience (T & E). Be sure to provide length and hours per week of assignments.

RESUMES: The information submitted on this application will be the basis for evaluating an applicant's training and experience. A resume may be used to supplement this information but not to replace any of the required information.

COPIES OF THE APPLICATION: Please retain a copy of your application before it is submitted to the Bureau of Human Resources.

PROOF: With this application, furnish required proof of military service, education, training, registration, certification or licensing. Legible duplicates of licenses, registrations, certifications, diplomas, transcripts and related documents are accepted.

VERIFICATION OF WORK EXPERIENCE, EDUCATION AND TRAINING: Reference checks will be completed by the hiring agency before selection. The agency may also verify registrations, certifications, licensing, education or training.

HIRING INTERVIEWS: Interviews are conducted by the agency. Please bring a resume and list of references to the interview.

REGISTER: An eligible register contains the names of all persons who have successfully completed all portions of the examination for the particular classification.

UNCLASSIFIED EMPLOYEES: Unclassified employees are treated as non-state employees for selection purposes in the classified service.

PROBATION PERIOD: All employees must complete at least a six-month probation period. This is part of the selection process.

